

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

PARKING METER ATTENDANT

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Parking Meter Attendant is the first level in a two level Safety Non-Sworn Parking Attendant series. Incumbents are responsible for performing parking meter revenue collections and for implementing routine and preventative maintenance and repair of downtown parking meters and its associated database.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are fully qualified and responsible for independently performing the essential duties of the classification. Senior positions are responsible for performing journey duties and also have responsibility for making work assignments, overseeing the work of other Parking Meter Attendants, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

The Parking Meter Attendant is distinguished from the Parking Supervisor, which is responsible for supervising parking meter staff and operational activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|--|-------------------|
| 1. | May serve as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods. | Varies
0 – 15% |
| 2. | Performs diagnostic checks and repairs on internal parking meter components; repairs, paints, and/or replaces bent and vandalized poles or meter heads, ensuring proper signage for hours and time zones on meters, and implementing other applicable meter maintenance based on visual inspections, administrative work orders, or customer requests. | Daily
25% |
| 3. | Collects revenues from parking meters. | Daily
25% |
| 4. | Prepares revenues for deposit, which includes counting, labeling, lifting, sorting, and recording amounts by zone. | Daily
10% |
| 5. | Provides assistance to the public by explaining applicable laws, providing directions to various locations and agencies, locating parking, reporting criminal acts, and/or other applicable items. | Daily
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Prepares and maintains a variety of records and logs, including information on work performed on parking meters.	Daily 5%
7.	Monitors and maintains supply and equipment inventory; may requisition replacement items.	Weekly 10%
8.	Investigates, researches, and/or suggests changes to parking meter program, including new equipment or tools, revised collection or metered zones and time restrictions, installation or maintenance techniques, and/or other improvements or items to improve efficiency.	Occasion- ally 5%
9.	Participates in special projects, including special event meter removal or bagging/hooding, temporary installation or seasonal time zone reassignments, and/or other applicable items.	Occasion- ally 5%
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and six months of minor equipment repair are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Deleted: None Required

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Knowledge (position requirements at entry):

Knowledge of:

- Mathematical concepts;
- Cash handling techniques;
- Recordkeeping principles and practices;
- Basic geography;
- Customer service policies, principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Basic mechanical principles.

Skills (position requirements at entry):

Skill in:

- Providing customer services
- Preparing and performing mathematical calculations
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Keyboarding
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Repairing, installing, testing, cleaning, and maintaining motors, coin collection equipment, and timing mechanisms.
- Reading and comprehending maps
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
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